

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MICHIGAN**

**VACANCY ANNOUNCEMENT 07-03**

**Position Title:** Chief Pretrial Services Officer

**Location:** Eastern District of Michigan (at Detroit)

**Job Grade:** JSP 14 - 16 depending on qualifications

**Minimum Salary:** \$96,148

**Maximum Salary:** \$154,600

**Open Until:** May 31, 2007

**POSITION OVERVIEW**

The Chief Pretrial Services Officer is under the administrative direction of the court administrator/clerk of court, and is directly responsible for the administration of the pretrial services office.

The Chief Pretrial Services Officer administers and manages Federal pretrial services within the Eastern District of Michigan. The District has 21 district judges (includes 8 senior judges) and 8 magistrate judges. The Court maintains offices in Detroit (headquarters), Ann Arbor, Bay City, Flint and Port Huron.

The Pretrial Services Agency has a total staff of 28 (includes 17 pretrial services officers). Officers are currently located in Detroit, Bay City and Flint.

Prior to appointment, applicants considered for this position will undergo a full FBI background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

**DUTIES AND RESPONSIBILITIES**

1. Organizes the pretrial services office to ensure expeditious handling of investigative work for the Court and effective supervision of persons on pretrial release.
2. Reviews, analyzes, and interprets statutory, Judicial Conference, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines to meet these requirements.

3. Maintains administrative liaison with the Court to include promulgating policies, procedures, and guidelines to meet the unique needs of the Court along with standards to ensure an appropriate level of service delivery.
4. Appoints all pretrial services officers and non-officer personnel with the approval of the district court; works with the Court's Human Resources Department on all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are adequately trained; makes certain the work of all subordinates is systematically evaluated.
5. Manages the staff of the office including all clerical, professional, supervisory, and administrative personnel.
6. Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of service, equipment, and supplies.
7. Establishes and administers continuing in-service training programs to ensure high-quality service delivery through staff development.
8. Solicits contracts for carrying out the pretrial services functions.
9. Maintains an effective system of communication providing pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability in the performance of duty.
10. Maintains liaison with the chief judge, other judges, magistrate judges, and the court administrator/clerk of court regarding pretrial services issues; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.
11. Establishes and maintains cooperative relationships with other pretrial services and probation offices to assure all requests for assistance from other districts are met promptly and effectively.
12. Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional and social service agencies.
13. Effectuates and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

14. Develops and maintains a public relations program which explains pretrial services to the community; assumes responsibility for communication to the news media under the direction of the court.
15. Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
16. Coordinates local agencies which may serve as third-party custodians of persons on pretrial release.
17. Advises the Court on an on-going basis of the eligibility, availability, and capacity of local agencies which may serve as third-party custodians of persons on pretrial release.
18. Establishes and maintains contact with public and private agencies which provide employment and medical, legal, or social services.
19. Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the Court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.
20. Performs other functions as required by the Court.

### **QUALIFICATIONS**

Applicants must possess substantial organizational, administrative, and leadership skills. Preference will be given to candidates with management training and a demonstrated record of effective management.

#### **General Experience:**

To qualify for the position of chief pretrial services officer JSP-14, 15, or 16, a person must have a bachelor's degree from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

### **Specialized Experience:**

In addition to the bachelor's degree, a person must possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. A master's degree is preferred. Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs. Experience as a police officer, FBI agent, customs agent, marshal or similar position does not meet the requirements of specialized experience.

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. If a person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside of the judiciary would include president/director or vice president/assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief/assistant deputy chief probation officer or deputy chief/assistant deputy chief pretrial services officer.

### **BENEFITS**

Benefits include ten paid holidays, paid vacation and sick leave, and participation in the Federal Employees Retirement System (FERS). Optional participation in Thrift Savings Plan, Federal Employees' Health Benefits Program, Federal Employees' Group Life Insurance Program, Flexible Benefits Program, Federal Judiciary Long Term Care Insurance Program, and Federal Employees' Dental and Vision Insurance Program. Private Long-Term Disability Insurance is also available.

### **CONDITIONS OF EMPLOYMENT**

Employees must be United States citizens or eligible to work in the United States.

Employees are required to adhere to the Code of Conduct for Judicial Employees (available for review on request).

Appointment to this position is contingent upon a background check, including a finger print check and drug screen.

Employees of the United States District Court are at-will and can be terminated with or without cause at any time.

Employees are required to use direct deposit for their pay check.

### **HOW TO APPLY**

Candidates must submit a resume, letter of application which addresses the qualifications, skills, and experience necessary to perform the duties, and a Form AO-78, Application for Judicial Branch Federal Employment. Incomplete applications will not be considered.

The resume, letter and Form AO-78 should be marked "CONFIDENTIAL" and mailed or delivered to:

United States District Court  
Eastern District of Michigan  
848 Theodore Levin United States Courthouse  
231 W. Lafayette Boulevard  
Detroit, MI 48226

ATTN: Human Resources (CPSO)

Or sent by e-mail to: [apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)  
Subject: Chief Pretrial Services Officer

In order to be assured consideration, application packages must be received not later than 5:00 p.m., Thursday, May 31, 2007.

The Court cannot reimburse candidates for interview travel or relocation expenses.

Only applicants selected for an interview will be notified.

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The United States District Court is an Equal Opportunity Employer

March 20, 2007